

## BERKELEY POLICE DEPARTMENT

DATE ISSUED: March 25, 2010

GENERAL ORDER I-2

SUBJECT: GOOD CONDUCT LETTERS

### PURPOSE

- 1 - The purpose of this Order is to define proper procedure to follow when a **person** makes a request for a “Good Conduct” letter, **also** known as a “Character Certificate.”

### POLICY

- 2 - **Employees** shall **adhere** to the **procedures set forth in this Order when engaged in business relating to “Good Conduct” letters.**

### PROCEDURES

- 3 - All applicants for “Good Conduct” letters shall be referred to the Records **Detail** of the Support Services Division.
- 4 - **A request for a “Good Conduct” letter shall adhere to the following application criteria:**
  - (a) The applicant must have lived in the City of Berkeley and provide that address(-es) **to Record Detail staff.**
  - (b) The applicant shall provide Government-issued identification.
- 5 - Requests for “Good Conduct” letters received by mail **must** be signed by the applicant, **include the requisite Berkeley address(-es)**, and accompanied with a clear copy of the applicant’s Government-issued identification.
  - (a) Requests **received by mail** shall be processed in the same manner as requests **made in-person.**
- 6 - The applicant’s name **and local address(-es)** shall be searched in **available local law enforcement files and databases (i.e., CRIMS/CORPUS, record management systems, etc.) for relevant criminal contact information.**
- 7 - **Records Detail** staff shall prepare a “Good Conduct” letter **applicable** to the applicant.
  - (a) If the applicant was arrested, a letter **will be prepared** that reflects the arrest date and charges.
  - (b) If the applicant was not arrested, a letter **will be prepared** that says the applicant has not been arrested.
  - (c) The letter **shall include** a certification dated and signed by the person who prepared the document.

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- 8 -** The **certified “Good Conduct”** letter shall be prepared in triplicate.
- (a)** The original and one copy will be given or mailed to the applicant.
  - (b)** The third copy shall be placed in the “Good Conduct” letter file and maintained for a period not to exceed six months.

ACCOUNTING

9. The established fee **(\$10.00)** for processing of a “Good Conduct” letter shall be paid by cash, check, money order, or **credit card** if the **application is made in person**, and by check or money order if the request is received through the mail.
- (a)** Checks shall be made payable to the “City of Berkeley Police Department”.
10. Accounting **and management of fees received** shall be the responsibility of the Public Safety **Business Office**, who shall make necessary deposits with the City Treasurer.